SHELTON STATE
COMMUNITY COLLEGE

Fall 2015
Spring and Summer 2016

Registration Guide

A Message from President Andrea Mayfield, Ph.D.

Welcome to Shelton State.

At Shelton State Community College, we are committed to the success of our students. Whether you are pursuing academic, technical, or career opportunities, we look forward to helping you reach your maximum potential.

This is an exciting time at Shelton State. Our vision for the future is bold and the possibilities endless. With your participation and hard work, we will do great things together.

Thank you for choosing to be a part of the Shelton State family.

Sincerely,

Andrea Mayfield

Accreditation

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.

Statement of Nondiscrimination

Statement of Nondiscrimination Shelton State Community College does not discriminate on the basis of race, color, religion, sex, age, national origin or ancestry, physical or intellectual disability, veteran status, genetic information and any other basis protected by federal, state, or local laws in the administration of its scholarship program, admission, athletic, or other school administered College programs. It is expected that persons connected with Shelton State Community College should treat all individuals with respect and dignity. As a collegiate community, the College will not support or condone behaviors that violate the integrity of any individual or group. While the College respects the right of its community to exercise free speech and freedom of expression, behaviors shall not be tolerated that may be considered harassment, destruction of property, or acts of violence or inciting violence or disruptive behavior. Students who believe they are victims of discrimination or harassment are encouraged to immediately report all facts and information to the following:

- Allegations of sex discrimination or harassment should be reported to the Dean of Student Services, 205.391.2217. The Dean of Students office is located in the Dean of Student Services suite on the third floor of the Martin Campus of Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- Allegations of disability discrimination or harassment should be reported to the Dean of Student Services, 205.391.2217. The Dean of Students office is located in the Dean of Student Services suite on the third floor of the Martin Campus of Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- Allegations of age discrimination or harassment should be reported to the Dean of Student Services, 205.391.2217. The Dean of Students office is located in the Dean of Student Services suite on the third floor of the Martin Campus of Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- Allegations of race discrimination or harassment, or national origin discrimination or harassment should be reported to the Dean of Student Services, 205.391.2217. The Dean of Students office is located in the Dean of Student Services suite on the third floor of the Martin Campus of Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.

ADMISSION REQUIREMENTS

Shelton State Community College is an open admission institution. All students who have earned a high school diploma or GED are eligible for admission. Any applicant without a high school diploma or GED is not eligible for enrollment and is encouraged to contact the Adult Education Department by emailing ged@sheltonstate.edu.

First Time Freshman Applicant

First time freshman applicants must apply prior to the admission deadline posted for each term. Students may be conditionally admitted for one semester without all appropriate transcripts. However, students who plan to receive federal financial aid will not be eligible for aid until all official transcripts are on file with the College.

1. Shelton State application for admission submitted online at www.sheltonstate.edu
2. Signature/Residency Page – available for print after completing application for admission
3. One primary form of identification (unexpired government issued photo ID) presented in person or a legible copy submitted by mail or email
4. Official high school or GED transcript documenting graduation
5. Appropriate placement scores completed within the last three years – ACT (20 or higher in English, reading, and math) or COMPASS
6. Official college transcript if attended as a dual enrollment student prior to graduating high school

Transient Applicant

All transient information must be submitted at least 48 hours prior to registration. Transient students are not eligible to receive federal financial aid.

1. Shelton State application for admission submitted online at www.sheltonstate.edu
2. Signature/Residency Page – available for print after completing application for admission
3. One primary form of identification (unexpired government issued photo ID) presented in person or a legible copy submitted by mail or email
4. Transient letter from current college listing specific approved courses
5. Unofficial college transcript to verify prerequisite requirements

Transfer Applicant

Transfer students must provide unofficial documentation of prerequisites 48 hours prior to registration. Students may be conditionally admitted for one semester without all appropriate transcripts. However, students who plan to receive federal financial aid will not be eligible for aid until all official transcripts are on file with the College.

1. Shelton State application for admission submitted online at www.sheltonstate.edu
2. Signature/Residency page – available for print after completing application for admission
3. One primary form of identification (unexpired government issued photo ID) presented in person or a legible copy submitted by mail or email
4. Official college transcripts from all previously attended institutions of higher learning
5. Official high school or GED transcript documenting graduation
6. Appropriate placement scores completed within the last three years – ACT (20 or higher in English, reading, and math) or COMPASS unless 100 level transfer credit is approved for math and English

Readmission Applicant

Students who have not attended Shelton State within one year must resubmit an application for admission. Students should select the readmission application type.

1. Shelton State application for admission submitted online at www.sheltonstate.edu
2. Signature/Residency page – available for print after completing application for admission
3. One primary form of identification (unexpired government issued photo ID) presented in person or a legible copy submitted by mail or email unless previously submitted
4. Official high school or GED transcript documenting graduation unless previously submitted
5. Official college transcript(s) if you attended other colleges after attending Shelton State
6. Appropriate placement scores completed within the last three years – ACT (20 or higher in English, reading, and math) or COMPASS unless previously submitted

ACCELERATED HIGH SCHOOL QUICK FACTS

Accelerated High School - receiving credit only at Shelton State

I. **Accelerated HS Requirements**

Students must complete the following:
- Meet all admission requirements
- Have a minimum of 3.0 GPA (HS transcripts must be provided.)
- Have completed the 10th grade (Students may enroll in the summer prior to entering the 11th grade.)
- Have written approval from principal
- Meet all pre-requisite requirements including COMPASS placement assessment if ACT scores above 20 in English, math, and reading are not submitted

The student may enroll only in courses for which high school prerequisites have been completed. (For example, a student may not take English Composition until all required high school English courses have been completed.)

II. **Accelerated HS Registration Process**

A. Application: Student completes all application procedures: 1.) Complete online application with signature page and 2.) Provide an approved photo ID by mail, email, or in person.

B. Form: Student has an Accelerated HS form or permission form completed and signed by principal. This form may be submitted by mail, fax, or in person.

C. High School Transcript: The student must provide a current high school transcript to verify current GPA. This form must be submitted prior to registration by mail, fax, or in person.

D. Assessment: Take the COMPASS Placement Assessment or provide appropriate ACT scores to Enrollment Services.

E. Registration: Students must register online once all documentation and approvals have been granted.

III. **Returning Accelerated HS Students**

Accelerated students must register online once all documentation and approvals have been granted. Because permission forms are required each semester, accelerated students will have a restriction on their account preventing them from obtaining an official transcript until graduation. Additionally, all accelerated students will have an attribute preventing them from registering online without the appropriate permits.

IV. **Accelerated HS Students Converting to a First Time Freshman**

Students must reapply for freshman admission if they have not graduated from high school prior to attempting to register for classes. (Usually this only occurs in the spring semester when the student plans to enroll in the summer semester.)

DUAL CREDIT QUICK FACTS

Dual Credit - receiving credit at both the high school and Shelton State

I. **Dual Credit Requirements**

Students must complete the following:
- Meet all admission requirements
- Have a minimum of 3.0 GPA for academic courses (HS Transcripts must be provided.)
- Have a minimum GPA of 2.5 for technical courses (HS Transcripts must be provided.)
- Enrolled in 10th, 11th, or 12th grade (Students may enroll the summer prior to entering tenth grade.)
- Have written approval from principal and superintendent
- Meet all pre-requisite requirements including COMPASS placement assessment if ACT scores above 20 in English, math, and reading are not submitted

Courses must be above 100 level, and PED classes are not eligible. The school system will have an approved course listing on file in their Admissions Office.

II. **Dual Credit Registration Process**

A. Application: Student completes all application procedures: 1.) Complete online application with signature page and 2.) Provide a legible copy of a government issued photo ID by mail, email, or in person.

B. Form: Student has dual credit form completed and signed by principal and local superintendent. This form may be submitted by mail, fax, or in person.

C. High School Transcript: The student must provide a current high school transcript to verify current GPA. This form must be submitted prior to registration by mail, fax, or in person.

D. Assessment: Take the COMPASS Placement Assessment or provide appropriate ACT scores to Enrollment Services.

E. Registration: Students must register themselves online once all documentation and approvals have been granted.

III. **Returning Dual Credit Students**

Dual credit students may register online once all documentation and approvals have been granted. Because permission forms are required each semester, dual credit students will have a restriction on their account preventing them from obtaining an official transcript until graduation. Additionally, all dual credit students will have an attribute preventing them from registering online without the appropriate permits.

IV. **Dual Credit Students Converting to a First Time Freshman**

Students must reapply for freshman admission if they have not graduated from high school prior to attempting to register for classes. (Usually this only occurs in the spring semester when the student plans to enroll in the summer semester.)

ADMISSION OF INTERNATIONAL STUDENTS

Please check www.sheltonstate.edu for international deadlines each term.

For admission to an Alabama Community College System institution, an international applicant must provide and comply with the following:

1. An application for admission, which includes the student's signature page, valid form of photo identification, and ACT, SAT, or COMPASS placement test scores;
2. A VISA recognized and accepted by the United States Government;
3. An official translated copy of the student's high school/college transcript;
4. A minimum score ranging from 5.5-6.0 on the IELTS (International English Language Testing System) as determined by the college, or a total score of 61 on the Internet-based TOEFL, a total of 173 on the computer-based TOEFL, or a total score of 500 on the paper-based TOEFL;
5. Signed, notarized statement verifying adequate financial support and a complete financial statement from within the last three months.
6. Documentation demonstrating adequate health and life insurance which must be maintained during enrollment.
7. English as a Second Language exam may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (verify from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts and Nevis, Nigeria, Tanzania, The Gambia, Tobago and Trinidad, Zambia, and Virgin Islands. All other waivers must be submitted to the Chancellor for approval with substantial documentation.
8. Students who do not present their own health insurance must purchase a health insurance policy through the College. Students are required to pay for international insurance coverage at the time of registration. (Note: spring and summer semesters are combined unless the summer is the student's first semester).
9. International students in this country with an F-1 visa from another institution may be accepted for full-time study at Shelton State Community College. Students must complete and return the Transfer Recommendation of Student's Non-Immigration Status prior to admission.
10. The student must maintain the recommended hours required by the host institution while in transient status.
11. F-1 visa holders are required to be enrolled full-time (12 semester hours or more) and should be progressing satisfactorily toward a degree.
12. International students must meet all Immigration and Naturalization Service Requirements and complete forms necessary for attendance at Shelton State.
13. International student tuition is two (2) times that of residents of the State of Alabama.
14. All international student applicants must secure private housing since Shelton State provides no dormitory facilities.
15. The final decision for acceptance of international students who have met the preceding conditions will be made by the Primary Designated School Official (PDSO).
16. International students must take the designated placement assessment before being admitted to the College. International students MUST then register for the appropriate English and reading courses during the first and each successive semester until all English and reading requirements are met.

NOTE: No student will be allowed to enroll for a second term unless all required admissions records have been received by the College prior to registration for the second term. If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but an official transcript will not be released until receipt of all required admissions records.

FALL REGISTRATION BEGINS	Friday, July 10, at 8:00 a.m.
Full Term Registration	Friday, July 10 - Friday, August 21, at noon
Financial Aid Priority Deadline	Friday, July 24, at noon
Professional Development (College Closed)	Thursday, August 13
Financial Aid Bookstore Charge Period	Thursday, August 13 -Tuesday, August 25, at 5:30 p.m.
First Time Freshman Application Priority Deadline	Monday, August 17, at 5:30 p.m.
Testing and Placement Priority Deadline	Monday, August 17, at 1:00 p.m.
Classes Begin	Wednesday, August 19
Drop/Add and Late Registration	Wednesday, August 19 Thursday, August 20 Friday, August 21, at noon
Financial Aid Refund Check Pick-Up Checks not picked up will be mailed Friday, September 4, at 10:00 a.m.	Wednesday, September 2, at 8:00 a.m. - Friday, September 4, at 10:00 a.m.
Holiday (College Closed)	Monday, September 7
Financial Aid 60% Point – Full Term	Thursday, October 29
Spring 2016 Registration Opens	Friday, November 6, at 8:00 a.m.
Last Day to Withdraw From Classes	Tuesday, November 10
Holiday (College Closed)	Wednesday, November 11
Holiday (College Closed)	Thursday, November 26 Friday, November 27
Last Day of Classes	Wednesday, December 9
Final Exams	Thursday, December 10 - Wednesday, December 16
Fall Graduation	Thursday, December 17, at 11:00 a.m.
First Split Registration	Friday, July 10 – Thursday, August 20, at 5:30 p.m.
Classes Begin	Wednesday, August 19
Drop/Add and Late Registration	Wednesday, August 19 Thursday, August 20, at 5:30 p.m.
Holiday (College Closed)	Monday, September 7
Financial Aid 60% Point - First Split	Monday, September 21
Last Day to Withdraw From Classes	Thursday, October 1
Last Day of Classes	Friday, October 9
Final Exams	Monday, October 12 - Tuesday, October 13
Second Split Registration	Friday, July 10 - Thursday, October 15, at 5:30 p.m.
Classes Begin	Wednesday, October 14
Drop/Add and Late Registration	Wednesday, October 14 Thursday, October 15, at 5:30 p.m.
Spring 2016 Registration Opens	Friday, November 6, at 8:00 a.m.
Holiday (College Closed)	Wednesday, November 11
Financial Aid 60% Point - Second Split	Tuesday, November 17
Last Day to Withdraw From Classes	Tuesday, November 24
Holiday (College Closed)	Thursday, November 26 Friday, November 27
Last Day of Classes	Wednesday, December 9
Final Exams	Thursday, December 10 - Friday, December 11
Fall Graduation	Thursday, December 17, at 11:00 a.m.

Payment Due Dates

All students must submit full payment for all classes prior to the dates listed below. This includes classes added after initial payments are processed. Students should view account balance information on the Student Account Detail for Term screen on myShelton.

Thursday, August 6, at 5:30 p.m.	Wednesday, August 19, at 5:30 p.m.
Wednesday, August 12, at 5:30 p.m.	Thursday, August 20, at 5:30 p.m.
Monday, August 17, at 5:30 p.m.	Friday, August 21, at noon
Tuesday, August 18, at 5:30 p.m.	

Hours of operation:
7:30 a.m. until 5:30 p.m. Monday - Thursday
8:00 a.m. until noon   Friday

COMPLETE CLASS SCHEDULES ARE AVAILABLE ON THE WEB AT WWW.SHELTONSTATE.EDU.

SPRING REGISTRATION BEGINS	Friday, November 6, at 8:00 a.m.
Full Term Registration	Friday, November 6 - Friday, January 8 at noon
Financial Aid Priority Deadline	Friday, December 4, at noon
First Time Freshman Priority Application Deadline	Monday, January 4, at 5:30 p.m.
Testing and Placement Priority Deadline	Monday, January 4, at 1:00 p.m.
Financial Aid Bookstore Charge Period	Tuesday, January 5, – Thursday, January 14, at 5:30 p.m.
Classes Begin	Wednesday, January 6
Drop/Add and Late Registration	Wednesday, January 6 Thursday, January 7 Friday, January 8, until noon
Holiday (College Closed)	Monday, January 18
Financial Aid Refund Check Pick-Up Checks not picked up will be mailed Friday, January 22, at 10:00 a.m.	Wednesday, January 20, at 8:00 a.m. - Friday, January 22, at 10:00 a.m.
Spring Break (No Classes)	Monday, March 14 – Friday, March 18
Financial Aid 60% Point - Full Term	Monday, March 21
Summer 2016 Registration Begins	Friday, April 1, at 8:00 a.m.
Last Day to Withdraw From Classes	Thursday, April 7
Last Day of Classes	Wednesday, April 27
Final Exams	Thursday, April 28 - Wednesday, May 4
Spring Graduation	Thursday, May 5, at 11:00 a.m.
First Split Registration	Friday, November 6 - Thursday, January 7, at 5:30 p.m.
Classes Begin	Wednesday, January 6
Drop/Add and Late Registration	Wednesday, January 6 Thursday, January 7, until 5:30 p.m.
Holiday (College Closed)	Monday, January 18
Financial Aid 60% Point - First Split	Monday, February 8
Last Day to Withdraw From Classes	Thursday, February 18
Last Day of Classes	Friday, February 26
Final Exams	Monday, February 29 - Tuesday, March 1
Second Split Registration	Friday, November 6 – Thursday, March 3, at 5:30 p.m.
Classes Begin	Wednesday, March 2
Drop/Add and Late Registration	Wednesday, March 2 Thursday, March 3, until 5:30 p.m.
Spring Break (No Classes)	Monday, March 14 – Friday, March 18
Financial Aid 60% Point - Second Split	Friday, April 1
Summer 2015 Registration Begins	Friday, April 1
Last Day to Withdraw From Classes	Monday, April 18
Last Day of Classes	Wednesday, April 27
Final Exams	Thursday, April 28 - Friday, April 29
Spring Graduation	Thursday, May 5, at 11:00 a.m.

SPRING 2016 CALENDAR

Payment Due Dates

All students must submit full payment for all classes prior to the dates listed below. This includes classes added after initial payments are processed. Students should view account balance information on the Student Account Detail for Term screen on myShelton.

Thursday, December 10, at 5:30 p.m.	Wednesday, January 6, at 5:30 p.m.
Thursday, December 17, at 5:30 p.m.	Thursday, January 7, at 5:30 p.m.
Tuesday, January 5, at 5:30 p.m.	Friday, January 8, at noon

Hours of operation:
7:30 a.m. until 5:30 p.m. Monday - Thursday
8:00 a.m. until noon   Friday

FINAL EXAMINATION SCHEDULE IS AVAILABLE ON THE WEB AT WWW.SHELTONSTATE.EDU/FINALEXAMS.

SUMMER REGISTRATION BEGINS	Friday, April 1, at 8:00 a.m.
Full Term Registration	Friday, April 1 - Friday, May 27, at noon
Financial Aid Priority Deadline	Friday, May 6, at noon
Financial Aid Bookstore Charge Period	Wednesday, May 18 - Wednesday, June 1, at 5:30 p.m.
First Time Freshman Priority Application Deadline	Monday, May 23, at 5:30 p.m.
Testing and Placement Priority Deadline	Monday, May 23, at 1:00 p.m.
Classes Begin	Wednesday, May 25
Drop/Add and Late Registration	Wednesday, May 25 Thursday, May 26 Friday, May 27, until noon
Holiday (College Closed)	Monday, May 30
Financial Aid Refund Check Pick-Up Checks not picked up will be mailed Friday, June 10, at 10:00 a.m.	Wednesday, June 8, at 8:00 a.m. - Friday, June 10, at 10:00 a.m.
Holiday (College Closed)	Monday, July 4
Financial Aid 60% Point - Full Term	Wednesday, July 6
Fall 2016 Registration Begins	Friday, July 8, at 8:00 a.m.
Last Day to Withdraw From Classes	Monday, July 18
Last Day of Classes	Monday, August 1
Final Exams	Tuesday, August 2 - Thursday, August 4
Graduation	Thursday, August 4, at 11:00 a.m.
First Split Term Web Registration	Friday, April 1 - Thursday, May 26, at 5:30 p.m.
Classes Begin	Wednesday, May 25
Drop/Add and Late Registration	Wednesday, May 25 Thursday, May 26, at 5:30 p.m.
Holiday (College Closed)	Monday, May 30
Financial Aid 60% Point - First Split	Tuesday, June 14
Last Day to Withdraw From Classes	Monday, June 20
Last Day of Classes	Friday, June 24
Final Exams	Monday, June 27 - Tuesday, June 28
Second Split Term Web Registration	Friday, April 1 - Thursday, June 30, at 5:30 p.m.
Classes Begin	Wednesday, June 29
Drop/Add and Late Registration	Wednesday, June 29 Thursday, June 30, until 5:30 p.m.
Holiday (College Closed)	Monday, July 4
Fall 2016 Registration Begins	Friday, July 8, at 8:00 a.m.
Financial Aid 60% Point - Second Split	Wednesday, July 13
Last Day to Withdraw From Classes	Monday, July 25
Last Day of Classes	Monday, August 1
Final Exams	Tuesday, August 2 - Wednesday, August 3
Graduation	Thursday, August 4, at 11:00 a.m.

<div style="text-align:right">SUMMER 2016 CALENDAR</div>

Payment Due Dates

All students must submit full payment for all classes prior to the dates listed below. This includes classes added after initial payments are processed. Students should view account balance information on the Student Account Detail for Term screen on myShelton.

Thursday, May 12, at 5:30 p.m.	Thursday, May 26, at 5:30 p.m.
Thursday, May 19, at 5:30 p.m.	Friday, May 27, at noon
Wednesday, May 25, at 5:30 p.m.	

Hours of operation:
7:30 a.m. until 5:30 p.m. Monday - Thursday
8:00 a.m. until noon   Friday

COMPLETE CLASS SCHEDULES ARE AVAILABLE ON THE WEB AT WWW.SHELTONSTATE.EDU.

COMPASS ASSESSMENT INFORMATION

To be assigned an advisor or navigator, a student should complete COMPASS. In the case of an ACT/SAT exemption, a student should submit ACT/SAT scores to Enrollment Services as early as possible.

- Students must make an appointment to take COMPASS. Appointments can be made by visiting the College website and clicking Schedule COMPASS in the upper right side of the homepage.
- An application for admission should be on file twenty-four hours prior to scheduling COMPASS.
- There is no charge for the initial COMPASS assessment. All materials for taking COMPASS will be provided. There is a charge to retest.
- Students should plan to arrive ten minutes before the scheduled test.
- Students must present a picture ID upon arrival for testing.
- ACT approved calculators are allowed on the mathematics portion of the COMPASS. (Check www.act.org or with the assessment staff.)
- Scores will be provided at the completion of COMPASS.
- Sample COMPASS questions may be obtained at the official ACT website, www.act.org.
- Shelton State Community College is in compliance with the Americans with Disabilities Act. Students who request accommodations should provide documentation to the Office of Disability Services (205.391.2983) prior to the scheduled COMPASS date.
- Free COMPASS Help Sessions are available through the SOAR Institute. Details are on the College website.

ADVISING AND REGISTRATION

Advising sessions are offered to currently enrolled, returning, transfer, and transient students. Advising sessions may be scheduled by visiting the College website and clicking Meet with an Advisor in the Quick Links.

All first time freshmen must meet with an advisor or navigator prior to registration. Transient and transfer students must have an application for admission on file two business days prior to registering for classes. To register online, students must have a Student ID (S number) and password. Students who do not remember the password should visit Enrollment Services or email help@sheltonstate.edu.

STARS Advising
Students who plan to transfer to a public four-year institution in the state of Alabama should visit www.sheltonstate.edu and select the STARS link. The Statewide Transfer & Articulation Reporting System (STARS) is a web-accessible database system providing guidance and direction for prospective students who transfer to public institutions within the State of Alabama. The STARS System allows students in Alabama to obtain a Transfer Guide/Agreement for their major at the selected public four-year institution. Students should print and keep this guide. If used correctly, it guides the student through the first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four- year institution in Alabama. Refer to STARS for more information.

Prerequisites
Before a student enrolls in a class, all prerequisites must be satisfied. If a student enrolls in a class for which the prerequisites are not fulfilled, the student may not receive credit for that class and may be administratively withdrawn. Additionally, any student planning to take online courses must complete online orientation (ELO).

How to register for ELO 100
Step 1. Visit https://myelearning.sheltonstate.edu/.
Step 2. Log into Blackboard using your student ID number (S number) as your username and six digit date of birth as your password.
Step 3. Click on the Courses tab in the upper right hand corner.
Step 4. Enter ELO 100 in the course search box and click Go.
Step 5. Click the drop down arrow next to the course desired and then click on Enroll.
Step 6. Click the Submit button.
Step 7. The course should now be visible in your list of courses.

REGISTRATION

Students must complete an application for admission and have their S number and password to register for classes.

Step 1. Go to myShelton. mysheltonssb.sheltonstate.edu.

Step 2. Click Sign In.

Step 3. Type your User ID and PIN and Click the Login button.
- USER ID: S number, 9 digits beginning with S, for example, S12345678. **IMPORTANT: The "S" must be capitalized.**
- When logging in for the first time, your PIN will be your 6 digit date of birth (MMDDYY). It must be changed by the user when logging in for the first time. The message tells you that your PIN has expired. Re-enter your DOB (old PIN) and create a new PIN. It can be any combination of letters and numbers.
- You will be prompted to create a security question. This will be used if you forget your PIN at a later date.
- If you have logged in previously and changed your PIN but cannot remember it, email help@sheltonstate.edu.

Step 4. Click on the Student tab.

Step 5. Click on Registration.

Step 6. Click on Look up classes.

Step 7. Select the appropriate term. Click Submit.

Step 8. To search for classes:
- Select the subject and click Course Search.
- Click Advanced Search for more search criteria.

Step 9. To register for a class:
- Select the check box in front of the CRN (Course Reference Number), and click Register at the bottom of the screen.
- C in front of the CRN identifies a closed class.
- If you know the CRN of the class for which you want to register, you may add them in the Add Classes Worksheet area and click Submit Changes. For co-requisite classes, you must enter both CRN's on the worksheet at the same time.

Step 10. Classes can be dropped from this page by clicking on the drop down menu under Action field. Select Drop Class via Web from the drop down menu to drop class. This screen will assist with any registration errors. The red circle with an X will inform you that you have encountered a registration error, and you will need to search for a new class or speak with your advisor about the issue.

Step 11. Once the drop/add period has ended, students will have the option to withdraw from a single class using "Web Withdrawn Course."

Step 12. Students must contact their advisor or navigator to totally withdraw from all classes.

Step 13. To print your schedule, under the Registration tab, click Concise Student Schedule. With the schedule showing, click File on your browser and click Print Preview. Adjust your preferred settings (landscape is recommended) and print.

COMPLETING REGISTRATION AND PAYMENT

Regardless of the method of registration chosen, the student must also complete the steps below.

Step 1. Print a copy of your schedule from myShelton.

Step 2. If paying by credit card online, students should verify their account balance by logging on to their myShelton account. Within the Student Account tab, the total due may be found under the Account Detail for Term. The Current Due Net of Authorized Financial Aid is the amount that must be paid by the designated payment due date.
- Click Pay Now.
- Enter Payment Amount.
- Enter credit card information as requested.

Step 3. For all other forms of payment, Prepaid Affordable Tuition Program (PACT), Vocational Rehabilitation Services, Scholarships, Federal Pell Grant, Veteran's Affairs, or any other third party entity, the student is responsible for verifying that the payment is reflected on their student account. Verification may be made on the student's myShelton account or in the Cashier's Office on the Martin or C.A. Fredd Campus.

Step 4. Ensure all tuition and fees have been paid. Students' class schedules will be removed if payment is not made by the designated due date. During the Drop/Add period, payment is due at the time of registration. Options for making payments are as follows:
- Log on to your myShelton account to pay by credit card.
- Call the Cashier's Office at 205.391.2335 to pay by credit card.
- Visit the Cashier's Office in person to pay by cash, check, or credit card.

Step 5. There is no cost for a parking hang tag although a student's account must be paid in full prior to receiving one from the Cashier's Office on the Martin or C.A. Fredd Campus. Students must have the following information when registering their vehicle: Driver's license number, vehicle tag number, and make and model of automobile. All vehicles must be registered and hang tags must be appropriately displayed.

Step 6. Photo IDs are offered to students at no cost, provided the student's account is paid in full. Photo IDs are issued during regular business hours in the Cashier's Office on the Martin Campus and in the Front Office of Building 100 on the C.A. Fredd Campus.

Martin and C.A. Fredd Campuses

Shelton State Community College offers classes on two campuses: the Martin Campus and the C.A. Fredd Campus. These campuses are approximately seven miles apart.

The campus location where the class meets is noted on the schedule as "Martin" or "Fredd." Students should schedule classes to allow plenty of time to drive, park, and arrive on time. Students should not register for a class that meets immediately after a class on the other campus. For example, if the student's first class meets from 8:00 a.m. until 10:00 a.m. on the Fredd Campus, the student should not register for a class that begins at 10:15 a.m. on the Martin Campus.

Grades

To obtain grades, visit www.sheltonstate.edu and select myShelton. Students must enter the Student ID number and the password for access.

Students who forget the password may email help@sheltonstate.edu. Grades are not mailed. It is the student's responsibility to check grades at the end of each semester. Students have six months to dispute any grading issues associated with their class or term transcript.

Transfer of Courses

College advisors are available to help students select appropriate courses. However, it is the responsibility of the student to satisfy all course prerequisites and to determine whether a course will be accepted at another institution.

Students who plan to transfer to a public four-year institution in the state of Alabama should visit www.sheltonstate.edu and select the STARS link. The Statewide Transfer & Articulation Reporting System (STARS) is a web-accessible database system that provides guidance and direction for prospective students who transfer to public institutions within the state of Alabama. STARS allows students in Alabama to obtain a Transfer Guide/Agreement for their major at the selected public four-year institution.
Students should print and keep this guide. If used correctly, it guides the student through the first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four- year institution in Alabama.

Class Cancellations/Room Changes

Occasionally it is necessary that the College cancel a class or change a room. When possible, these changes are communicated one to two days before classes begin. Students will be emailed if a class is cancelled. Students should verify class schedules with room numbers in myShelton.

Withdrawal Policy

Once classes begin for the respective term, students who wish to withdraw from a class or totally withdraw from school must officially withdraw on or before the date designated as the last day to withdraw for the semester. The last day to withdraw from any class is defined in the College's academic calendar. There will be NO withdrawals after this date. The student will receive a grade of "W" regardless of the student's average at the time of the withdrawal if the class does not qualify for a full refund when dropped; the grade of "W" will be recorded on the student's permanent record. Students who remain in the class after the last day to withdraw will receive the grade earned for the class.

Withdrawal through myShelton is available based on the deadline dates listed in this guide and on the College website. Withdrawal in person is available in Enrollment Services until the close of business of the designated last day for withdrawals. No withdrawals will be taken by phone. Failure to attend class does not constitute official withdrawal. If you are a Pell recipient or receive veteran's benefits, you must speak with a representative from Enrollment Services before you withdraw from classes. Your grant award may be reduced or cancelled if you do not complete classes successfully. Students are unable to totally withdraw online and are required to meet with an advisor/navigator prior to completely withdrawing from Shelton State.

Withdrawal Process

Students who wish to withdraw completely from Shelton State should follow these steps:

Students Who Have No Financial Aid

1. Student meets with an advisor/navigator, and they review the student's transcript and schedule.
2. The advisor/navigator notes if the student is receiving any type of financial assistance.
3. The advisor/navigator conducts an exit interview, notes the student's reason(s) for withdrawing, and discusses alternatives and/or future educational plans.
4. The advisor/navigator and the student sign the Complete Withdrawal Form, which the student then takes to Enrollment Services for formal withdrawal.

Students Who Have Financial Aid
(Pell Grant, Veteran Affairs, and Scholarships)

1. Student meets with an advisor/navigator, and they review the student's transcript and schedule.
2. The advisor/navigator notes if the student is receiving any type of financial assistance.

3. The advisor/navigator conducts an exit interview, notes the student's reason(s) for withdrawing, and discusses alternatives and/or future educational plans.
4. The advisor/navigator and the student sign the Complete Withdrawal Form, and the student is instructed to go to Enrollment Services to meet with a representative.
5. The representative explains the financial aid implications of the decision to withdraw and signs the Complete Withdrawal Form. Additionally, the student signs a letter stating understanding of the financial and educational implications of withdrawing from the College.
6. The student goes to Enrollment Services, presents the signed Complete Withdrawal Form and the FA letter, and is withdrawn by a member of the Enrollment Services staff.
7. The student receives a copy of the completed Complete Withdrawal Form.

Note: If the student does not have an assigned advisor/navigator and wishes to withdraw at the C.A. Fredd Campus, the advisor/navigator who meets with the student follows all steps associated with the withdrawal process as described above, but instead of sending the student to withdraw in Enrollment Services, collects the Complete Withdrawal Form and transports it to Enrollment Services on the Martin Campus. The withdrawal date indicated by the advisor/navigator on the Complete Withdrawal Form is used as the withdrawal date. The financial aid representative on the C.A. Fredd Campus will follow the same procedures as outlined above for each student who withdraws.

TUITION AND FEES

Fall 2015, Spring 2016, and Summer 2016
The cost to resident or in-state students is $134.00 per credit hour. ($115 tuition, $1 bond surety fee, $9 technology fee, $9 facility renewal fee). Therefore, a three hour class costs $402.00.

Fall 2015, Spring 2016, and Summer 2016
The cost to non-resident or out-of-state students is $249.00 per credit hour. ($230 tuition, $1 bond surety fee, $9 technology fee, $9 facility renewal fee). Therefore, a three hour class costs $747.00.

To challenge out-of-state residency status, students should appeal to the Office of Enrollment Services before the last day of the Drop/Add and Late Registration Period of a given semester to be eligible for in-state tuition.

FEES MUST BE PAID IN FULL BEFORE REGISTRATION IS CONSIDERED COMPLETE. Students who pay tuition using Prepaid Affordable College Tuition Program (PACT), Vocational Rehabilitation Services, VISA, MasterCard, or any third party entity are responsible for verification that payment has been received by the Cashier's Office. SHELTON STATE DOES NOT GIVE CASH REFUNDS. Refund checks are mailed from the Office of Business Services. Students who request refunds for complete withdrawals on or after the first scheduled day listed on the college calendar for that term will be charged a 5% administrative fee, up to $100.

	Fall 2015	Spring 2016	Summer 2016
Full Term			
Drop/Add period	August 19 - 21, at noon	January 6 - 8, at noon	May 25 - 27, at noon
100% Refund	On or before August 18	On or before January 5th	On or before May 24
75% Refund	August 19 - 25	January 6 - January 12	May 25 - May 31
50% Refund	August 26 - September 1	January 13 - January 19	June 1 - June 7
25% Refund	September 2 - 8	January 20 - January 26	June 8 - June 14
0% Refund	After September 8	After January 26	After June 14
First Split Term			
Drop/Add period	August 13 - 20, at 5:30 p.m.	January 6 - 7, at 5:30 p.m.	May 25 - 26 at 5:30 p.m.
100% Refund	On or before August 18	On or before January 5th	On or before May 24
75% Refund	August 19 - 21	January 6 - January 8	May 25 - May 27
50% Refund	August 22 - 24	January 9 - January 11	May 28 - May 30
25% Refund	August 25 - 27	January 12 - January 14	May 31 - June 2
0% Refund	After August 27	After January 14	After June 2
Second Split Term			
Drop/Add period	October 14 - 15, at 5:30 p.m.	March 2 - 3, at 5:30 p.m.	June 29 - 30, at 5:30 p.m.
100% Refund	On or before October 13	On or before March 1	On or before June 28
75% Refund	October 14 - 16	March 2 - March 4	June 29 - July 1
50% Refund	October 17 - 19	March 5 - March 7	July 2 - July 4
25% Refund	October 20 - 22	March 8 - March 10	July 5 - July 7
0% Refund	After October 22	After March 10	After July 7

Refund Schedule and Policy

All terms within the semester, full term, first split term, and second split term, are treated independently for refund purposes. The first day of classes is defined as the first day of class for the particular term. Students will receive a 100% refund for classes dropped during any Drop/Add period if a class or classes remain for the same term. After the respective Drop/Add period, no refund will be given except for total withdrawal. A student who officially withdraws from any or all classes before the official first day of class for the respective term will be refunded the total tuition and other institutional charges.

Drop / Add Periods

During the defined Drop/Add periods, students will receive a 100% refund on dropped classes as long as other classes for the semester/term remain on the student's schedule.

Once the Drop/Add period has ended, partial refunds will only be granted for a complete withdrawal of all semester/term classes. The amount of refund is defined below.

Additional Fees

Campus Access Fee per Term $6.00

Student Accident Insurance Spring/Fall.................$7.50

Student Accident Insurance Summer..................... $6.00

Late Registration Fee..$25.00

Some programs and/or classes require additional fees. Tuition and fees are subject to change. ALL STUDENTS ARE REQUIRED TO PAY TUITION AND FEES ON OR PRIOR TO THE COLLEGE'S PUBLISHED DUE DATES FOR EACH TERM. Sponsored students are an exception to this policy. Sponsored students include those students whose expenses are paid by agencies such as Vocational Rehabilitation Services, Alabama G.I. and Dependents Educational Benefits Act (excluding veterans who receive benefits only from Federal Veterans Administration), and eligible Pell Grant recipients. These students must have written authorization from the sponsoring agency on file in the Office of Business Services prior to registration in order to register without paying.

FINANCIAL AID

Applying For Financial Aid

Students who apply for financial aid must complete the following:

1. Apply for admission to Shelton State and submit an official copy of final high school transcript, GED score, or academic transcripts from other colleges previously attended. Transient HS students are not eligible to receive financial aid. All other students must have a complete admission file before financial aid funding can be awarded.
2. You must be a U.S. citizen or an eligible non-citizen. All eligible non-citizens must provide documentation to verify their eligibility status.
3. You must be a regular student working towards a degree or certificate in an eligible program at SSCC. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the College.
4. Meet the standards of academic progress (qualitative and quantitative).
5. Register with Selective Service if you are a male student between 18-25 years of age. Register online at www.sss.gov.

Important Financial Aid Facts

- Shelton State does not process or accept any type of student loan.
- Students must review all information within myShelton and submit any unsatisfied documents as soon as possible to finalize the financial aid application process.
- Certain certificate programs receive less financial aid funding than full degree programs. Students should review the converted credit hour section of the website to determine how the award will be processed by program of study.
- Financial aid refund checks are processed 14 days after attendance is verified. Refunds for second split courses are not processed until second split attendance is verified.
- If the student has completed the FAFSA and has not heard from Shelton State, contact Enrollment Services at 205.391.2214 or e-mail fa@sheltonstate.edu.

Financial Aid Deadlines

Award Year: FAFSA 2015-2016	Priority Deadline
Fall Semester 2015	Friday, July 24, at noon
Award Year: FAFSA 2016-2017	Priority Deadline
Spring Semester 2016	Friday, December 4, at noon
Summer Semester 2016	Friday, May 6, at noon

Obligation To Repay Title IV Financial Assistance

Federal Grant recipients who completely withdraw from the College or are no longer attending all classes prior to completing sixty percent (60%) of the enrollment period will owe a repayment to the U.S. Department of Education.

Failure to attend class will result in a reduction or repayment of financial aid. Students enrolled in distance education classes must begin participation within five (5) days of the first day of class.

FINANCIAL AID 60% DATES	FALL 2015	SPRING 2016	SUMMER 2016
Full Term	October 29	March 21	July 6
First Split	September 21	February 8	June 14
Second Split	November 17	April 1	July 13

Definitions

Federal Grant Recipient - A student who receives one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), or Alabama Student Assistance Program (ASAP) is defined as a Federal Grant Recipient.

Complete Withdrawal - The Return of Title IV funds will be calculated based on an applicant's failure to complete at least 60 percent of the term. The calculation will be based on the last official or unofficial date of withdrawal from all classes.

Sixty Percent (60%) of Enrollment Period - Students who withdraw from school or stop attending class on or before these dates will owe a repayment. Students who withdraw after these dates will not owe a repayment.

Repayment - The amount of repayment will be based upon a formula prescribed by law that considers the date of withdrawal and the amount of federal aid received. Students who fail to repay the U.S. Department of Education will not be eligible to receive Federal Aid at Shelton State Community College or any other institution.

Financial Aid Credit Hours - All technical courses not associated with a degree plan (the program does not offer a degree) are subject to a clock hour conversion. This means the credit hours may not be counted fully for financial aid purposes.

All information regarding a student's federal financial aid award (i.e., adjustments, courses in program, attendance, and disbursement dates of refunds) will be communicated within myShelton and/or by email to the preferred email address listed in myShelton.

Although the publisher of the guide made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors, or errors occasioned by honest mistakes.

ALL INFORMATION IN THIS PUBLICATION IS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

Quick Reference

Enrollment Services
Phone 205.391.2214
Fax 205.391.3910
admissions@sheltonstate.edu
transient@sheltonstate.edu
scholarships@sheltonstate.edu

COMPASS Testing
Phone 205.391.2963
testing@sheltonstate.edu

Financial Aid
FAFSA Application Code - 005691
Phone 205.391.2214
Fax 205.391.2372
fa@sheltonstate.edu

Advising
Phone 205.391.2242
advising@sheltonstate.edu

Office of Disability Services
Phone 205.391.2983
ods@sheltonstate.edu

The SOAR Institute
Phone 205.391.2984
soarinstitute@sheltonstate.edu

Shelton State provides free tutoring in the SOAR Institute to all currently enrolled students.

Shelton State Community College

SHELTON STATE
COMMUNITY COLLEGE

Martin Campus
9500 Old Greensboro Road
Tuscaloosa, AL 35405
205.391.2211

C.A. Fredd Campus
3401 Martin Luther King Jr. Blvd.
Tuscaloosa, AL 35401
205.391.2611

Directions to the Martin Campus
9500 Old Greensboro Road, Tuscaloosa, AL

From Birmingham
- Depart Birmingham on I-20/I-59 (west). Drive for approximately 54 miles.
- At I-20/59 Exit 71A, turn onto Hwy 69 South.
- At the intersection with Skyland Blvd, continue on Hwy 69 South for approximately 3 miles.
- At the intersection with Mae Hinton Dr, turn right at the light.
- Continue straight through the traffic light and enter the campus.
- Take the first left into the parking lot.

From the University of Alabama
- Leave the Quad and turn right (west) onto University Blvd.
- At the intersection with Lurleen Wallace Blvd, turn left (south).
- Continue south on I-359.
- At the intersection with Skyland Blvd, continue on Hwy 69 South for approximately 3 miles.
- At the intersection with Mae Hinton Dr, turn right at the light.
- Continue straight through the traffic light and enter the campus.
- Take the first left into the parking lot.

The Tuscaloosa Trolley is available for Shelton State students who attend classes at both the Martin and C.A. Fredd Campuses. For more information, call the Tuscaloosa Trolley (205.343.2300).

Directions to the C.A. Fredd Campus
3401 Martin Luther King, Jr. Blvd, Tuscaloosa, AL

From the Martin Campus
- North on Hwy 69 North, 2.9 miles.
- Continue on I-359 N, go 0.7 miles.
- Cross I-59/I-20.
- Take the 35th St, Exit 1, go 0.2 miles.
- Bear right onto the ramp to Kauloosa Ave, go 0.1 miles.
- Go straight through all traffic lights.
- Turn right at "T" intersection onto Martin Luther King Jr., Blvd, go 0.2 miles.
- Fredd Campus will be on your right.

From Birmingham
- Depart Birmingham on I-20/I-59 (west). Drive for about 54 miles.
- At I-20/59 Exit 71B, turn onto I-359 North.
- Take the 35th St, Exit 1, go 0.2 miles.
- Bear right onto the ramp to Kauloosa Ave, go 0.1 miles.
- Go straight through all traffic lights.
- Turn right at "T" intersection onto Martin Luther King Jr., Blvd, go 0.2 miles.
- Fredd Campus will be on your right.

From The University of Alabama
- Leave the Quad and turn right (west) onto University Blvd.
- At the intersection with Lurleen Wallace Blvd, turn left (south).
- Continue south on I-359.
- Take 35th St, Exit 1, go 0.2 miles.
- Bear right onto the ramp to Kauloosa Ave, go 0.1 miles.
- Go straight through all traffic lights.
- Turn right at "T" intersection onto Martin Luther King Jr., Blvd, go 0.2 miles.
- Fredd Campus will be on your right.